



## THE COMMONWEALTH OF MASSACHUSETTS

### TOWN OF PLAINVILLE

#### OFFICE OF LICENSING BOARD

#### **AUTO DEALER (CLASS I, II, III) – NEW APPLICATION CHECKLIST**

The Plainville Select Board, as the Local Licensing Authority, issues Auto Dealer Licenses in accordance with M.G.L. Chapter 140, Section 57-59. All auto dealers selling new and/or used vehicles must have a license to operate. Applicants must complete the following steps:

- Confirm proper zoning of the proposed location with the Building Inspector
- Obtain a Business Certificate from the Town Clerk's Office if applicable per M.G.L. Chapter 110 Section 5 (doing business under any title other than the real name of the person, partners, or registered company conducting the business).
- Complete Application for License to Buy, Sell, Exchange or Assemble Secondhand Motor Vehicles or parts thereof.
- Provide a plan of the property showing number of parking spaces for employees, customers, and vehicles for sale (provide this plan to appropriate department when obtaining signatures).
- Provide proof of \$25,000 bond filed with the Town [if required per M.G.L., Chapter 140, Section 58]
- Complete CORI Acknowledgement Form for business owner(s). **Must be notarized OR signed in the presence of Town Manager's Office staff with government-issued identification presented.**

Upon completion of the above steps, **a Public Hearing before the Select Board will be scheduled.**

- A Notice of Public Hearing will be placed by this office in the local newspaper. The applicant must provide a check payable to the Town of Plainville for the ad fee (fee variable).
- Send a copy of the Public Hearing notice within three days after publication via certified US Mail to owners of all property abutting on the premises (list of abutters will be provided).
- Attend hearing before the Select Board and present return receipts from abutter notifications.
- Provide completed Workers' Compensation Insurance Affidavit [M.G.L. Chapter 152, Section 25C(6)]
- If applicable, provide Certificate of Insurance for workers' compensation [M.G.L. Chapter 152, Section 25C(6)]
- Complete Tax Compliance Affidavit [M.G.L. Chapter 62C, Section 49A]
- Pay Annual License Fee of \$100

- Repair Facility Association per M.G.L. Chapter 90, Section 7N1/4. Supply name, address and telephone number of facility that will do repairs. Provide copy of contract with a repair facility.
- Receive a Dealers' Guide to the MA Used Vehicle Warranty Law. \_\_\_\_\_  
Initial Received
- If the applicant has not held a license in the year prior to this application, a duplicate of the application will be filed with the registrar of motor vehicles. [M.G.L. Chapter 140, Section 59]
- Please contact the Board of Health and Building Department for requirements prior to submitting this application to the Select Board.

Please contact me if you have any questions regarding this process.

Nancy A. Langlois  
Executive Assistant  
Town Administrator/Select Board Office